

COLLECTIVE BARGAINING AGREEMENT BETWEEN

PUBLIC SCHOOL EMPLOYEES OF NORTH KITSAP

AND

**NORTH KITSAP SCHOOL DISTRICT #400
BOARD OF DIRECTORS**

SEPTEMBER 1, 2023 - AUGUST 31, 2026



Public School Employees of Washington/ SEIU Local 1948
P.O. Box 798
Auburn, Washington 98071-0798
1.866.820.5652
www.pseclassified.org

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
DECLARATION OF PRINCIPLES	1
NO STRIKE / NO LOCKOUT	1
ARTICLE I	2
ARTICLE II	2
ARTICLE III	3
ARTICLE IV	5
ARTICLE V	6
ARTICLE VI	7
ARTICLE VII	8
ARTICLE VIII	10
ARTICLE IX	10
ARTICLE X	14
ARTICLE XI	14
ARTICLE XII	15
ARTICLE XIII	16
ARTICLE XIV	19
ARTICLE XV	21
ARTICLE XVI	23
ARTICLE XVII	24
ARTICLE XVIII	26
ARTICLE XIX	26
ARTICLE XX	26
ARTICLE XXI	27
SIGNATURE PAGE	27
SCHEDULE A	28
SCHEDULE B	29

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

P R E A M B L E

This Agreement is made and entered into between North Kitsap School District Number 400 (hereinafter called "District" or "Employer") and the Public School Employees of North Kitsap, an affiliate of Public School Employees of Washington (hereinafter called "Union").

In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

D E C L A R A T I O N O F P R I N C I P L E S

1. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.
2. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
3. Subject to law and the paramount consideration of service to the public, employee-management relations should be improved by providing employees an opportunity for greater participation in the formulation and implementation of policies and procedures affecting the conditions of their employment.
4. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.
5. It is the intent and purpose of the parties hereto to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act; to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

N O S T R I K E / N O L O C K O U T

The Employer agrees not to lock-out the members of the bargaining unit for the duration of this Agreement, and the Union and the members of the bargaining unit agree that there will be no strike, work stoppage, or slowdown for the duration of this Agreement.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

ARTICLE I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.

The District hereby recognizes the Union as the exclusive representative of all employees in the bargaining unit described in Section 1.3, and the Union recognizes the responsibility of representing the interests of all such employees.

Section 1.2.

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as administrative assistant or secretary necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.56.030.

Section 1.3.

The bargaining unit to which this Agreement is applicable is as follows: All employees performing work as classified employees in the areas of Secretaries, Paraeducators, Accountants, Licensed Practical Nurses, Campus Security, Native American Liaisons and Building Computer Technicians. Exceptions: Executive Assistant to the Superintendent/Public Records Officer (1), Human Resources Office Secretary (1), Personnel Specialist (1), Lead Personnel Specialist (1), RID ASL Interpreter (1), and, Executive Assistant to the Assistant Superintendent and Director of Business/Finance (1), a total six(6) exempt employees.

Section 1.3.1.

Substitute employees who are employed by the District for more than thirty (30) cumulative days of employment during the previous twelve (12) months and who remain available to work on the same basis shall be included in the bargaining unit. The only provisions of the Agreement applicable to bargaining unit substitutes are Sections 3.1, 3.2, 3.3, 4.2, 4.6, 7.2.1, Schedule A, and all sections included in the Grievance Procedure, Article XIV. Bargaining unit substitute rates shall be ninety percent (90%) of Step 1 of Schedule A.

Section 1.4. Job Descriptions.

The District and the Union shall meet every two (2) years to discuss, update, and review job descriptions within the unit before the end of that school year. The District will provide copies of new and/or substantially modified written job descriptions to the Union within thirty (30) working days for input prior to final adoption.

ARTICLE II

RIGHTS OF THE EMPLOYER

Section 2.1.

It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included in these rights in accordance with applicable laws and regulations is the right to direct the work force, the right to hire, promote, retain, transfer, and



1 assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action
2 against employees; and the right to release employees from duties because of lack of work or for other
3 legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by
4 determining the methods, the means, and the personnel by which such operation is conducted.

5
6 **Section 2.2.**

7 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
8 District in making rules and regulations relating to personnel policies, procedures and practices, and
9 matters of working conditions. The District shall give due regard and consideration to the rights of the
10 Union and the employees and to the obligations imposed by this Agreement.

11
12
13
14 **ARTICLE III**

15
16 **RIGHTS OF EMPLOYEES**

17
18 **Section 3.1.**

19 It is agreed that the employees in the bargaining unit defined herein shall have and shall be protected in
20 the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Union.

21 The freedom of such employees to assist the Union shall be recognized as extending to participation in
22 the management of the Union, including presentation of the views of the Union to the management of
23 the District or any other governmental body, group or individual. The District shall neither encourage
24 nor discourage membership in any employee organization.

25
26 **Section 3.2.**

27 Each employee shall have the right to bring matters of professional/work-related concern to the
28 attention of appropriate Union representatives and/or appropriate officials of the District.

29
30 **Section 3.3.**

31 An employee has the right, upon request, to a Union representative at any investigatory interviews at
32 which the employee is questioned regarding circumstances, which may result in discipline. Such
33 meetings shall be delayed for up to 24 twenty-four hours to accommodate a request for the presence of
34 a Union representative.

35
36 **Section 3.4.**

37 The District Human Resource Office shall maintain the official personnel file for each employee. This
38 shall not prevent the District administrator from maintaining a working file, which shall be equally
39 available to the employee. The employee may inspect both files with a representative of the District
40 and, if the employee wishes, a Union representative. The employee may make an inventory of both
41 files and have it signed and dated by a representative of the District, and may have copies made of any
42 contents of the files. The District may charge employees for the cost of copies at the District public
43 disclosure copy rate for documents contained in the employee's personnel file that have previously
44 been provided to the employee. The employee has the right to attach comments to any materials
45 included in both files. An employee may request document(s) be deleted from both files after two (2)
46 years, but the District shall reserve the right to maintain any materials which may continue to be
47 deemed relevant. Documents removed from the official file must be removed from all working files. A
48 copy of any material placed in the official personnel file will be provided to the employee. Grievance



1 and/or complaint related documents submitted by an employee will be placed in
2 grievance/investigative files. Employees may be required to sign documents placed in their personnel
3 file to signify receipt only, which will be indicated on such documents.

4
5 **Section 3.5. Evaluations.**

6 Employees shall be evaluated at least once yearly in the performance of their work assignments.

7
8 **A. Observations:** Supervisor's shall observe employees in the workplace prior to issuing an
9 evaluation. The supervising administrator's evaluation of the employee will be consistent
10 with observation, feedback and/or interactions. Observations shall occur and feedback will
11 be given by the supervising administrator or designee prior to Spring Break.

12
13 **B. Annual Evaluations:** Annual evaluations shall be presented to each employee (with a copy
14 provided to the employee) no later than fifteen (15) days before the employee's last
15 scheduled workday each year. Employees may request a meeting to review the evaluation
16 with the immediate supervisor, or principal or other appropriate administrator, with a
17 representative of the Union present. Employees may be required to sign the evaluation to
18 signify receipt only, and such will be indicated on the evaluation form.

19
20 **Section 3.5.1.**

21 No member of the bargaining unit shall evaluate any other member of the bargaining unit and
22 the evaluator of record shall be a District administrator/supervisor. This shall not prevent the
23 ability to use the input of others in the evaluation. Each employee may review the evaluation
24 form with their evaluator, upon request. Employees in signing the evaluation form are
25 indicating receipt only. Employees may submit written comments to the evaluation. Such
26 comments shall be attached to the file copy of the evaluation. Evaluations reflecting an
27 unsatisfactory level of performance in one or more categories shall state reasons for the
28 unsatisfactory rating. Supervisor's shall notify employees of known performance concerns as
29 soon as reasonably possible.

30
31 **Section 3.6.**

32 Neither the District, nor the Union, shall unlawfully discriminate against any employee subject to this
33 Agreement on the basis of race, creed, color, sex, sexual orientation, gender expression or identity,
34 religion, age, national origin, veteran or military status, marital status, or disability or the use of a
35 trained dog guide or service animal by a person with a disability.

36
37 **Section 3.7.**

38 No bargaining unit member shall assist a supervisor or administrator in an investigatory interview,
39 disciplinary meeting, or other performance related meeting involving another bargaining unit member.

40
41 **Section 3.8. Requests for Disclosure.**

42 Public records requests for documents containing specific employees shall be handled in accordance
43 with applicable state laws and District policies and procedures. The District will make a reasonable
44 attempt to provide the employee five (5) business days' notice prior to disclosing documents that the
45 District concludes are subject to disclosure. The District will notify PSE in advance of disclosure of
46 any public records, pursuant to a public records request, that include lists of employees, employee
47 contact information, employee schedules, employee affiliations, personnel evaluations, or employee

1 financial information. This section does not waive the District's immunity under RCW 42.56.060 and
2 does not create a personal contractual claim for wrongful disclosure for failure to provide such notice.
3
4

5
6 **ARTICLE IV**

7
8 **RIGHTS OF THE UNION**

9
10 **Section 4.1.**

11 On or prior to distribution of payroll for September, each employee will receive a written pay
12 computation memorandum stating job title, days employed, hourly rate of pay, and a projected annual
13 rate of pay.
14

15 **Section 4.2. Bargaining Unit Lists.**

16 On or before the first business day of October, February, and June of each year during the term of this
17 Agreement, the District shall provide the Union (membership@pseofwa.org) and the Chapter President
18 with the most up to date information regarding each employee in the bargaining unit. Such information
19 shall include: employees full name, date of hire, cell phone number, home phone number, work
20 number, personal email address, work email address, mailing address, employee job title, rate of pay,
21 work site location, and hours worked, if available.
22

23 **Section 4.3.**

24 When the District creates a new job title position or substantially changes the duties of an existing
25 position the District agrees to negotiate hourly pay rates with the Union in accordance with Chapter
26 41.56 RCW.
27

28 **Section 4.4.**

29 The Union has the right and responsibility to represent the interests of all employees in the bargaining
30 unit; to present their views to the District on matters of concern, either orally or in writing; and to enter
31 collective negotiations with the object of reaching an agreement applicable to all employees within the
32 bargaining unit.
33

34 **Section 4.5. Union Privileged Information.**

35 It is the fiduciary duty of PSE to act on behalf of the members it represents pertaining to privileged
36 communication regarding employment relations with the Employer, this includes all personnel matters,
37 grievances, labor disputes, wages, rates of pay, hours of employment, all working conditions and
38 collective bargaining. The Employer will follow all applicable laws relating to privileged
39 communication.
40

41 **Section 4.6. Local Union Leave.**

42 Whenever Union representatives, grievants, or witnesses are mutually scheduled with the
43 Administration's representatives to participate in negotiations, disciplinary meetings, or grievance
44 hearings during work hours, said representatives shall suffer no loss of pay. The Union is to reimburse
45 the District for the rate of pay of the substitutes, if utilized, to replace employees on Union leave.
46
47
48



1 **Section 4.6.1. State Union Leave.**

2 Members representing PSE at the state level shall notify the District no less than two (2) weeks
3 before the day of the requested leave by email. The District representatives shall check for
4 substitute availability and assign a substitute to cover the employee’s proposed leave. The
5 employee shall receive confirmation of the District’s ability to cover the shift no later than one
6 (1) week prior to the proposed leave day. Failure to respond to the employee with a minimum
7 of one (1) weeks’ notice of the proposed meeting shall guarantee the employee leave for Union
8 business. The Union is to reimburse the District the rate of pay of the substitutes, if utilized, to
9 replace employees on Union leave.

10
11 **Section 4.7. PSE Member Orientation.**

12 An integral part of each employee’s tenure with the District is an understanding of this Agreement and
13 the role of the Union. New employee orientation (NEO), exclusive of a one-on-one meeting, will be
14 regularly scheduled. The District will provide the Union with at least five (5) working days’ notice,
15 when practicable, before any District NEO and, within forty-eight (48) hours in advance, provide an
16 electronic list of expected participants.

17
18 The District must provide the Union with no less than thirty (30) minutes for the purposes of
19 presenting information about the exclusive bargaining unit to the new employees within thirty (30)
20 working days of employment. The Union shall have the right to distribute materials for Union
21 business. Only Union representatives designated by the Union President/designee will be permitted to
22 participate during the Union NEO meetings.

23
24 In the event a Union NEO does not take place, or a Union representative cannot meet with the new
25 employee or connect with a new employee, a Union representative will be permitted to visit sites and
26 have thirty (30) minutes with the new hire for an on-site orientation during working hours to provide
27 the thirty (30) minute presentation.

28
29 Employees that attend Union NEO meetings that occur during the District’s new employee orientation
30 or during the employee’s regular working hours will receive the employee’s regular wages for that
31 time. The District will not pay an employee the employee's regular wage for attending a Union NEO
32 meeting that occurs outside of the employee’s regular working hours.

33
34
35
36 **ARTICLE V**

37
38 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATIONS**

39
40 **Section 5.1.**

41 The District and the Union shall schedule a minimum of at least five (5) labor-management meetings
42 each school year, unless cancelled by mutual agreement. The Union will designate up to five (5)
43 members who will meet with the Superintendent or designee to discuss mutual concerns. Employees
44 attending labor-management meetings or other meetings scheduled by the District will suffer no loss of
45 regular wages, if the meeting requires them to attend on their regular school employment time, but no
46 wage payment will be made for any time an employee would not have regularly worked. Meetings
47 scheduled by the District requiring the use of a substitute shall be funded by the District.



1 **Section 5.2.**

2 Members of the Union and PSE staff shall be permitted to:

- 3
- 4 1. Transact official Union business on District property at reasonable times provided this shall not
- 5 interfere with or interrupt normal school operations.
- 6 2. Use school facilities and audio-visual equipment at reasonable times when such equipment is not
- 7 otherwise in use.
- 8 3. Utilize bulletin boards, at least in each school/facility, in a place of reasonable access to employees.
- 9 4. Use employee mailboxes for communication purposes.
- 10 5. Use the District’s email and voice mail systems for communications, representation, and
- 11 negotiation purposes according to the procedures established in District Policy. Employee and PSE
- 12 staff has no expectation of privacy in their use of the District systems. All email and attachments
- 13 drafted, sent, or stored on the District systems are District records and are subject to monitoring,
- 14 review, and printing by District system administrators, without limitation and without notice. PSE
- 15 acknowledges that such conduct is not unlawful Employer surveillance or interference, and it
- 16 hereby waives any actual or potential claim that District monitoring, review, printing, or other
- 17 access to Union communication on the District system constitutes an unfair labor practice under
- 18 Chapter 41.56 RCW.

19

20 **Section 5.2.1.**

21 The responsibility for the prompt removal of notices from the bulletin board space after they

22 have served their purpose shall rest with the individual who posted such notices.

23

24 **Section 5.3.**

25 When negotiations are mutually scheduled during working hours, up to four (4) members of the Union

26 negotiating committee shall be provided paid release time to attend negotiating sessions. Upon

27 approval of the District more than four (4) members of the Union negotiation committee may be

28 provided paid release time to attend negotiating sessions.

29

30 **Section 5.4.**

31 Six months prior to expiration of the current Agreement the parties will meet to formulate a process to

32 address wage disparities in the successor Agreement.

33

34

35

36 **ARTICLE VI**

37 **PROBATIONARY PERIOD**

38

39

40 **Section 6.1. 90-Day Probationary Period.**

41 New employees shall be placed on a probationary status for a period of ninety (90) working days,

42 provided that no employee shall be on a probationary status for more than one calendar year. The

43 immediate supervisor will, during the first days of employment, clearly define the duties and

44 responsibilities of the position, using as a minimum, the current position description.

45

46 The administrator should check-in with the probationary employee within the probationary period and

47 discuss the probationary employee’s performance. Said check-in should include feedback, and could



1 include notification of probationary status. Any time during the probationary period, a decision will be
2 reached as to the continued employment of the probationary employee. Written notice of the District’s
3 decision to extend the probationary period or discharge the probationary employee will be provided to
4 the employee and the Union by the Human Resources Office.

5
6 **Section 6.2.**

7 Employees shall enjoy all contractual rights and privileges commencing with first day of continuous
8 employment (start date pursuant to Section 9.1), except as limited herein. Employees on probationary
9 status may be terminated at the District's discretion without recourse to the grievance procedure and/or
10 justifiable cause. If an employee is so terminated, all rights, duties, and obligations under this contract
11 shall be forfeited.

12
13 **Section 6.3.**

14 An employee who voluntarily transfers to an open job assignment shall serve a sixty (60) day “trial
15 period” in the new position. Prior to the conclusion of the trial period, the District shall administer a
16 performance evaluation. In the event the employee receives two (2) or more unsatisfactory ratings, the
17 District shall have the right to involuntarily transfer the employee to the position previously held.

18
19
20
21 **ARTICLE VII**
22
23 **HOURS OF WORK**
24

25 **Section 7.1.**

26 The normal workweek shall consist of five (5) consecutive days, Monday through Friday, followed by
27 two (2) consecutive days of rest, Saturday and Sunday.

28
29 **Section 7.2.**

30 The District shall establish work shifts with designated times of beginning and ending. Each shift shall
31 include adequate time to perform assigned duties. Positions shall be created and/or adjusted in
32 increments of fifteen (15) minutes.

33
34 **Section 7.2.1.**

35 The workday shall include paid rest periods of at least ten (10) minutes for every two (2) hours
36 worked, to a maximum of fifteen (15) minutes for any four (4) hours worked. Employees
37 assigned workdays in excess of five (5) hours per day shall be allowed, in addition to the
38 above, a duty-free uninterrupted unpaid lunch period of not less than thirty (30) minutes, to be
39 taken as near the middle of the workday as possible:
40
41
42
43
44
45
46
47



Assigned Time in Hours	Break 1 (Paid)	Break 2 (Paid)
Up to 1.75 hours	0	
2 hours to 3.75 hours	10 minutes	
4 hours to 5.75 hours	15 minutes	
6 hours to 7.75 hours	15 minutes	10 minutes
8.0 hours	15 minutes	15 minutes

Employees required by their supervising administrator to work through their regular lunch period will be given time to eat prior to the end of their shift. In the event the District requires an employee to forego the lunch period and the employee works their entire shift the employee shall be compensated for the foregone lunch period at the appropriate hourly rate.

Section 7.3.

Each employee shall be assigned to a definite and regular shift and workweek, which shall not be changed without prior notice to the employee of one (1) calendar week; provided, however, this notice may be waived by the employee. When reasonably possible the District shall provide at least thirty (30) days advanced notice of the scheduling of employees to work on a non-school day that isn't a part of the employees assigned work year.

Section 7.4.

The District shall maintain reasonably updated lists of available substitute secretaries and paraeducators who may be called in the event of absence of the regular secretary or paraeducator.

Section 7.5.

Twelve-month employees shall be notified in writing (no later than October 1 each year) what their working days shall be during the upcoming annual winter break.

Section 7.6. Extended School Year.

A District employee hired as an Extended School Year (ESY) special education paraeducator will be given an assignment to match the number of days of ESY. The assigned pay shall be paid in two (2) equal installments: July payroll and August payroll. Please reference Section 11.1, if applicable.

Section 7.7. Daily Minutes.

Six (6) minutes shall be embedded daily in the working day for paraeducators to process District related email. In addition to the regular workday, paraeducators will be given forty-five (45) minutes per week to be allocated daily or flexed in different configurations, on a weekly basis, at the discretion of the building administrator. For example, an administrator may decide to schedule the paraeducator(s) working in a particular program or classroom for forty-five (45) minutes every Wednesday for weekly classroom staff meetings or other meetings with staff. Scheduling of the flexible forty-five (45) minutes for collaboration and other approved uses will vary based on program need as determined by the administrator.



1 Special education paraeducators will receive an additional fifteen (15) minutes per day designated to
2 prepare for the workday, meetings, collaboration, student time, and other needs as determined by the
3 administrator.

4
5 **Section 7.8. Interpreter/Translator.**

6 In the event an Administrator selects an employee to serve in the capacity of an interpreter/translator,
7 such employee shall be paid in addition to the employee's regular rate of pay for all hours worked as
8 an interpreter/translator according to Schedule A.

9
10 Employees will not be required to work outside of their regular working day. However, employees
11 who are selected by the administrator and choose to interpret or translate outside of regular hours will
12 be paid according to Schedule A.

13
14
15
16 **ARTICLE VIII**

17
18 **OVERTIME AND TEMPORARY SCHEDULE ADJUSTMENT**

19
20 **Section 8.1.**

21 Any employee working more than forty (40) hours per week shall be compensated for all such time at
22 the overtime rate of one and one-half times the regular hourly rate. The employee's supervisor shall
23 authorize all overtime. Overtime not properly authorized will not be compensated. Paid holidays shall
24 be considered hours worked for overtime calculation purposes.

25
26 **Section 8.2. Compensatory Time Off.**

27 An employee may opt to accept compensatory time off in lieu of overtime compensation.
28 Compensatory time may be accrued up to a maximum of 240 hours provided, however, that records
29 shall be maintained and there must be a reasonable expectation that the employee will be provided an
30 opportunity to expend the accrued time by approval of the immediate supervisor. Compensatory time
31 in lieu of overtime as provided in Section 8.1 of the Agreement shall be accrued at the rate of one and
32 one-half (1-1/2) hours for each hour worked. No employee may work overtime without the prior
33 approval of their supervisor. Unused accrued compensatory time shall be cashed out after the
34 conclusion of the employee's work year; provided the employee has submitted a request for payment,
35 which is approved by a District administrator.

36
37
38 **ARTICLE IX**

39
40 **SENIORITY**

41
42
43 **Section 9.1.**

44 The seniority start date of an employee in the bargaining unit shall be established as of the date of the
45 first day of continuous daily employment, subject to State law, unless such seniority shall be lost as
46 hereinafter provided.



1 **Section 9.1.1.**

2 Tie-breaker: In cases of employees having the same seniority start date within the same general
3 job classification the employee first offered and accepted the position, based on the time of
4 notification to human resources, shall be designated as more senior. Should the immediately
5 preceding sentence fail to determine the seniority ranking the matter shall be determined by the
6 employee(s), with the greater number of accumulated North Kitsap School District regular
7 hours of employment shall be designated as more senior. Should the immediately preceding
8 sentence fail to determine the seniority ranking the matter shall be determined by an assessment
9 of education, experiences and evaluation at the discretion of Human Resources Administration.

10
11 **Section 9.2.**

12 The seniority rights of an employee shall be lost for the following reasons:

- 13
14 A. Resignation;
15 B. Discharge for any reason contained in this Agreement; or
16 C. Retirement.

17
18 **Section 9.3.**

19 Seniority rights shall not be lost for the following reasons, without limitation:

- 20
21 A. Time lost by reason of industrial accident, industrial illness, or jury duty;
22 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
23 United States;
24 C. Time spent on other authorized leaves of absence, not to exceed one (1) year;
25 D. Change in general job classification within the bargaining unit, as hereinafter provided; or
26 E. Layoff for reduction in force.

27
28 **Section 9.4.**

29 Seniority rights shall be effective within the general job classification. General job classifications are
30 defined in Article I, Section 1.3 as: Secretaries, Paraeducators, Accountants, Licensed Practical
31 Nurses, Campus Security, Native American Liaisons and Building Computer Technicians.

32
33 **Section 9.5.**

34 It is the intent of the District to fill existing vacancies as soon as possible. The District will advise the
35 Union President of its intent to abolish or hold vacant any promotable vacant positions covered by this
36 Agreement. The District will continue to provide opportunities that are available for qualified
37 employees to advance themselves within the District.

38
39 **Section 9.6.**

40 The employee with the earliest start date shall have preferential rights regarding filling of open job
41 assignments, promotions, and layoffs when ability and performance are substantially equal with those
42 individuals junior to him/her. If the District determines that seniority rights should not govern because
43 a junior employee possesses ability and performance substantially greater than a senior employee or
44 employees, upon written request of the employee the District shall set forth in writing, to the employee
45 or senior employees and the Union President, its reasons why the senior employee or employees have
46 been bypassed. Prior to a decision to bypass a senior employee(s) the District shall discuss the
47 rationale for the bypass with the PSE of North Kitsap Chapter President.



1 **Section 9.6.1.**

2 The District may not lay off senior employees before junior employees in any general job
3 classification unless the junior employee possesses substantially greater ability and
4 performance pursuant to Section 9.6. of the Agreement. Should a seniority bypass occur, the
5 District must inform the Union President of the name, position and building of the bypassed
6 employee. Senior employees, displaced as a result of a layoff, may bump the least senior
7 employee holding a position that is substantially equivalent to the position held at the time of
8 layoff; starting first within their building/worksite and outside their building if necessary. If a
9 substantially equivalent position is not available the displaced employee may be placed into an
10 open position of a greater number of daily work hours than held at the time of layoff.
11 Employees may not bump into a higher pay range or into a staffed position of more hours of
12 employment than that held at the time layoff occurred, except as provided in the immediately
13 preceding sentence. Employees that are not placed in positions that are substantially equivalent
14 following a layoff shall be placed on a re-employment list and will be rehired or offered
15 additional hours, within their classification(s), according to seniority and qualifications when
16 the available hours or positions are restored by the District. Names shall remain on the re-
17 employment list for eighteen (18) months. The Union will be provided with a copy of the re-
18 employment list upon request.

19
20 **Section 9.7.**

21 An employee who changes job classification within the bargaining unit shall retain the start date held
22 in the previous classification.
23

24 **Section 9.7.1.**

25 In the event an open position is not filled by an employee within the general job classification
26 and an employee is screened for an interview, the employee with the earliest start date, working
27 in a different general job classification, shall have consideration to be hired to the new or open
28 position when ability and performance are substantially equal with that of the junior employee
29 or outside applicant.
30

31 **Section 9.8.**

32 The District shall publicize within the bargaining unit by posting in each school building for five (5)
33 working days the availability of open positions as soon as possible after the District is apprised of the
34 opening. A copy of the job posting shall be forwarded to the President of the Union.
35

36 **Section 9.8.1.**

37 Substitute positions lasting longer than sixty (60) consecutive working days shall be posted and
38 considered regular bargaining unit positions. The District and the Union may agree to
39 extensions of the timelines on a case-by-case basis. In the situations where a paraeducator is
40 chosen in lieu of compensation for overload/caseload, substitute positions will not be posted.
41

42 **Section 9.8.2.**

43 When the District wishes to increase hours or fill a vacant position of two (2) hours or less, the
44 District may:
45

- A. Inform employees in writing of the availability of such hours only within the building, and not District-wide, and offer such hours within the general job classification within the building in order of seniority, provided the senior employee is available for such hours; or
- B. Inform employees in writing of the availability of such hours only within the building, and assign the available time if the hours are a natural extension of the employee's current job; or
- C. Post the vacant position following the hiring procedures as identified in Sections 9.6 and 9.8.

Section 9.8.3. Temporary Assignments.

Temporary assignments are defined as those filled with a regular or current employee on a temporary basis. Employees may request to work temporary assignments within the District. If such requests are granted, the employee shall suffer no loss of seniority in their regular classification and may return to their regular position at the completion of the temporary assignment. Any employee who works in a temporary position in a higher paid job title shall be paid at the Step I rate of the temporary position or the first rate that will provide an increase in hourly compensation. If the temporary position is on the same pay range as the employee's regular position, the employee shall be paid their regular hourly rate of pay. Any employee who voluntarily works in a temporary position in a lower paid job title shall be paid at Step 1 of the temporary position, or the appropriate Step for their experience in that job title.

Section 9.9.

In the event of a reduction in force required by levy failure, program reduction, budget reduction, or lack of work, employees who lost 1.5 hours or more per day, during any eighteen (18) consecutive month period, or lose their entire position, will be on layoff status in accordance with Section 9.6. and 9.6.1. of the Agreement.

Regarding a reduction of less than 1.5 hours per day; when employee qualifications and abilities are substantially equal, and the decision is consistent with educational, program and student needs, the District shall make every effort to reduce the hours of junior employees and avoid reducing the hours of senior employees. Should the District reduce daily hours of a senior employee before a junior employee, the District must inform the Union president of the name, position and building of the bypassed employee.

Section 9.10.

Employees on layoff status shall file their address in writing with the District's Human Resources Office and shall thereafter promptly advise the District in writing of any change.

Section 9.11.

An employee shall forfeit rights to employment as provided in Section 9.9 if the employee does not comply with the requirements of Section 9.10, or if the employee does not respond to the offer of re-employment within seven (7) days after mailing of a written notice by the District to the employee, or three (3) working days after receiving oral notice, whichever event first occurs.



1 **Section 9.12.**

2 An employee on layoff status who rejects an offer of re-employment forfeits seniority and all other
3 accrued benefits; provided, that such employee is offered a position substantially equal to that held
4 prior to layoff.

5
6 **Section 9.13.**

7 The District shall separate any employee without prejudice for reasons of economy or curtailment of
8 work. Notice of probable cause for reduction in force will be made in writing to each employee
9 deemed to be potentially affected at least thirty (30) days before effective termination date.
10 Termination of employment by the Employer shall be accompanied by a statement of reasons for
11 discharge. All employees shall be entitled to a hearing by the Superintendent upon request.
12
13
14

15 **ARTICLE X**

16 **VACATIONS**

17
18
19 **Section 10.1.**

20 Vacation benefits shall be calculated as follows:

- 21
22 A. Any full-time, 12-month employee shall accrue two (2) weeks or ten (10) working days of annual
23 paid vacation and each year thereafter one (1) additional day will be added to vacation allowance
24 until it reaches twenty-five (25) days. Consistent with management’s need to complete required
25 tasks, the employee with the earliest start date shall have preferential rights regarding vacation
26 periods.
27 B. Unused vacation credit may be carried forward to a maximum of thirty (30) days.
28 C. If a holiday should fall within the vacation time, that day shall not apply against vacation
29 allowance.
30 D. Vacation dates will be approved by the employee’s supervisor.
31

32 **ARTICLE XI**

33 **HOLIDAYS**

34
35
36
37 **Section 11.1. Holidays.**

38 All full-time, 12-month, and regular part-time employees working at least one hundred fifty (150) days
39 per year shall receive the following paid holidays if falling during their employment period:
40

- 41 1. New Year's Day 8. Labor Day
42 2. Day before or day after New Year's Day 9. Veterans' Day
43 (District's discretion) 10. Thanksgiving Day
44 3. Martin Luther King Day 11. Day after Thanksgiving
45 4. Presidents' Day 12. Christmas Day
46 5. Memorial Day 13. Day before or day after
47 6. Juneteenth Christmas Day
48 7. Independence Day (District's discretion)



1 **Section 11.2. Unworked Holidays.**

2 Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the
3 time the holiday occurs. An employee who is on the active payroll on the holiday and has worked
4 his/her last scheduled shift preceding the holiday and his/her first shift succeeding the holiday, or on
5 approved paid leave shall be eligible for pay for such unworked holiday.
6

7 **Section 11.3.**

8 In the event Christmas and New Year's Day should fall on a Saturday or Sunday, the preceding Friday
9 or the following Monday, respectively, shall be paid holidays.
10
11
12

13 **ARTICLE XII**

14 **MEDICAL AND DENTAL INSURANCE BENEFITS**

15
16
17 **Section 12.1.**

18 The District shall provide benefits through the School Employees Benefit Board (SEBB) under the
19 rules and regulations adopted by the SEBB.
20

21 **Section 12.2.**

22 New employees shall receive information on District approved insurance programs during the first
23 month of employment.
24

25 **Section 12.3. Washington Paid Family Medical Leave (PFML).**

26 Employees eligible for Washington's Paid Family Medical Leave (PFML) (currently, having worked
27 820 hours in the qualifying period prior to a qualifying event) may receive benefits for qualifying
28 events described below. The employee must apply for PFML through the state Employment Security
29 Department (ESD) and the ESD will determine both eligibility and the amount of benefits. All
30 provisions of this section will be implemented and administered consistent with the provision of Title
31 50A RCW and corresponding administrative rules.
32

33 A. Generally, qualifying events include up to twelve (12) weeks of paid leave per year for:

- 34
35 1. Family Leave (i.e., care and bonding after a baby's birth or the placement of a child
36 younger than 18 years old, care for a family member experiencing an illness or medical
37 event, and certain military-connected events)
38
39 2. Medical Leave (i.e., care for yourself in relation to an illness or medical event)
40

41 B. Up to a total of up to eighteen (18) weeks may be available for a serious health condition
42 during pregnancy, and up to a total of sixteen (16) weeks may be available for multiple health
43 events in a year.
44

45 C. When the leave is foreseeable, employees shall give the District written notice at least thirty
46 (30) calendar days in advance. When the leave is not foreseeable, employees shall inform the
47 District as soon as practicable. The District will provide written notices of rights to employees
48 as required by law.



- D. Employees who have accrued sick leave may choose whether (a) to use sick leave; (b) not use sick leave and instead receive PFML benefits; or (c) use full days of sick leave at the same time as the employee receives PFML benefits (in which case, the sick leave will be considered a supplemental benefit by the District).
- E. PFML may be used concurrently or consecutively with FMLA leave, at the employee’s option. PFML is also in addition to pregnancy/childbirth disability leave.
- F. While on PFML leave, the employee shall maintain their health benefits, as provided prior to leave. The employee shall be eligible to return to their same or equivalent job that was held prior to taking PFML.
- G. Premiums for PFML shall be paid by the Employer and employee in accordance with the shares identified in the statute.

ARTICLE XIII

LEAVES

Section 13.1.

Each employee shall accumulate one (1) day of sick leave for each calendar month worked (minimum of ten (10) days per year), equivalent to the hours of their normal workday. Sick leave may be accumulated.

The District shall project the number of annual days/hours of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days/hours of sick leave at the beginning of the school year. The District is authorized to recapture the cost of used, but unearned sick leave if an employee leaves employment with the District prior to the end of the employee’s work year. Staff who commence employment after September shall receive a prorated amount of sick leave.

Employees who have accrued sick leave while employed by another public school district in the State of Washington or previous employment with the North Kitsap School District shall be given credit for such accrued sick leave upon employment by the District.

The District shall allow the use of accrued sick leave as required by RCW 49.12 and Labor and Industries regulations for family care. Notwithstanding the immediately preceding sentence, sick leave may be used for immediate family members or members of your household if they are dealing with a serious illness or medical necessity.

Absences in excess of five (5) consecutive working days in any one year may require a doctor’s certificate.



1 **Section 13.1.1.**

2 An employee may use any available sick leave for the purposes of caring for a seriously ill
3 family member under conditions eligible for state or federal Family and Medical Leave and/or
4 District policy.

5
6 **Section 13.1.2. Leave Pooling.**

7 The District shall implement a leave sharing program pursuant to state law and regulations.
8

9 **Section 13.1.3.**

10 The District shall provide a sick leave cash-out program in accordance with RCW 28A.400.210
11 as now or hereafter amended.
12

13 **Section 13.2. Bereavement Leave.**

14 Bereavement leave with pay up to five (5) days will be granted for absences due to death in the family.
15 Leave with pay up to three (3) days will be granted for absences due to death of a significant person in
16 your life.

17
18 Such leave shall not be accumulative nor shall it be deducted from the employee’s total accumulated
19 sick leave.
20

21 **Section 13.3. Disability Leave (Including Maternity Leave).**

22 An employee requesting disability leave shall give written notice to the District, if possible, at least
23 two (2) weeks prior to commencement of said leave. The written request for disability leave should
24 include a statement as to the expected date of return to employment, and advance notice of the actual
25 date of return to employment shall be given as soon as possible.
26

27 Sick leave shall be granted under Section 13.1 of this Article. In the event sick leave is exhausted, then
28 the employee shall, if requested in writing, be granted a leave of absence without pay for the period of
29 disability, provided that such unpaid leave shall not continue beyond the duration of the current school
30 year, unless authorized in advance pursuant to Section 13.5 of this Article.
31

32 Failure by an employee to notify the District of his/her intent to return to employment or failure to
33 return to work after the end of such leave(s) shall terminate the employment relationship, provided that
34 the District has first sent a certified letter to the employee requesting such information and no such
35 information from the employee is received within fifteen (15) calendar days.
36

37 Upon returning from disability leave, the employee shall be employed in the same or comparable
38 position that s/he occupied immediately prior to beginning the disability leave, subject to the terms and
39 conditions of this Agreement and the needs of the District.
40

41 **Section 13.3.1. Parental Leave.**

42 Employees will be granted up to one (1) day paid leave on or around the date of the birth or
43 adoption of a child. Any such days taken will not be deducted from sick leave. Additional
44 leave may be granted in accordance with School Board Policy 5404 Family Illness.
45
46
47



1 **Section 13.4. Leave of Absence.**

2 Any employee may be granted a leave of absence by the Board, for not more than twelve (12) months
3 and still maintain their position, or substantially equivalent thereof, with the school District.

4
5 Absence from employment for periods of short duration may be extended by an employee, without
6 pay, when said request for leave has been approved by the supervisor and/or the Superintendent.

7
8 Employees on a leave of absence of nine months or more shall notify the District of their intent to
9 return to employment no later than ninety (90) calendar days before the employee's projected return
10 date.

11
12 **Section 13.5. Emergency Leave.**

13 Emergency leave of one (1) day per school year may be granted to each employee with the
14 understanding that the following requirements be satisfied. At the discretion of the Superintendent or
15 designee, additional emergency leave days may be approved on a case-by-case basis.

- 16
17 A. Emergency leave shall be defined as an urgent, unforeseen occurrence or occasion requiring
18 immediate action or beyond the control of the employee, that requires the employee to be absent
19 during the regular contracted working day.
- 20 B. Prior approval for emergency leave must be obtained whenever possible, and (a) whenever prior
21 approval cannot be obtained, a written request for approval of such leave shall be submitted within
22 seven (7) calendar days upon the return of the employee to duties and/or responsibilities, and (b) a
23 brief description of the type or nature of the emergency must be provided in order for the
24 supervisor to determine whether or not an emergency in fact exists, and (c) further documentation
25 or substantiation may be required by the supervisor of those cases where the emergency nature of
26 the circumstances is contested.
- 27 C. Absence due to extreme weather conditions when school is in session shall be considered an
28 emergency, provided that the Superintendent shall determine whether or not extreme weather
29 conditions exist.
- 30 D. Emergency leave shall be deducted from the employee's sick leave, if used, and shall not be
31 cumulative.

32
33 **Section 13.6. Civic Duty Leave.**

34 All employees in and for the North Kitsap School District shall receive Civic Duty Leave, which shall
35 include jury duty and fulfilling military obligations in accordance with Federal and State regulations.

36
37 **Section 13.7. Personal Leave.**

38 Each employee shall be entitled to two (2) days personal leave paid per year. Personal leave is neither
39 sick leave nor bereavement leave and is non-cumulative. Employees shall not be required to provide
40 the District with the reason for taking personal leave other than stating that "it's personal". Employees
41 who are not on active payroll for their entire projected work year shall have the two (2) days of
42 personal leave prorated accordingly.

43
44 Employees do not need to disclose the reasons for such leave unless they are requesting an exception.
45 There will be a maximum of one (1) day of personal leave day granted for each school or District
46 service area on any school day. Such leave cannot be used during the first or last week of the student
47 school year, except if granted by the Superintendent for exceptional circumstances. Whenever
48 possible, employees shall give fifteen (15) working days notice of such requests. The District reserves

1 the right to deny such leave if it is determined that insufficient substitutes will be available on a given
2 day.

3
4 Employees with twenty-five (25) or more years of service shall receive one (1) additional personal
5 leave day which, if unused, will be reimbursed at the employee's regular hourly rate, provided
6 however, that the employee has one (1) or more personal leave day(s) remaining. Any other unused
7 personal leave day(s) shall be reimbursed at the substitute rate.

8
9 Unused personal leave shall be carried over to a maximum of five (5) days. If any employee does not
10 notify the District of his/her intention to carryover unused personal days, then the employee will be
11 reimbursed at the substitute rate for all unused personal leave granted that year.

12
13 **Section 13.8. Assault Leave.**

- 14 A. Any incident which could constitute assault and battery upon an employee by another adult
15 while acting within the scope of his or her employment shall be reported promptly to the
16 employee's immediate supervisor. If, following that report and based on a complaint by the
17 employee to a law enforcement agency; a criminal conviction for assault or similar judgment
18 by reason of acts against that employee result, then the District will support the employee as
19 outlined in B, below.

20
21 Any incident which could constitute assault upon an employee by a student will be investigated
22 by school administrators. If determined that the student's behavior against the employee
23 constitutes assault, the District will support the employee as outlined in B, below as well. (This
24 does not prevent the employee from reporting the incident to a law enforcement agency).

- 25
26 B. Whenever an employee is absent from employment and unable to perform his or her duties as a
27 result of personal injuries sustained due to an assault and battery as defined in A, above, the
28 employee will be paid full rate of pay for the period of absence up to one year from the date of
29 injury, less the amount of Worker's Compensation award or benefit. No part of such absence
30 will be charged to annual or accumulated sick leave.

31
32
33 **ARTICLE XIV**

34
35 **GRIEVANCE PROCEDURE**

36
37
38 **Section 14.1.**

39 Grievances or complaints arising between the District and its employees within the bargaining unit
40 defined in Article I herein, with respect to matters dealing with the interpretation or application of
41 terms and conditions of this Agreement, shall be resolved in strict compliance with this Article.

42
43 **Section 14.2. Grievance Steps.**

44
45 **Section 14.2.1.**

46 The employee shall first discuss the grievance with the principal or other administrator, and,
47 where appropriate, their immediate supervisor. If the employee wishes, the employee may be

1 accompanied by an Union representative at such discussion. All grievances not brought to the
2 appropriate person in accordance with the preceding sentences within twenty (20) working days
3 of the occurrence of the grievance shall be invalid and subject to no further processing.
4

5 **Section 14.2.2.**

6 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding
7 subsection within ten (10) working days, the employee shall reduce to writing a statement of
8 the grievance containing the following:
9

- 10 A. The facts on which the grievance is based;
11 B. A reference to the provision in this Agreement which allegedly has been violated; and
12 C. The remedy sought.
13

14 The employee shall submit the written statement of grievance to the immediate supervisor for
15 reconsideration and shall submit a copy to the official in the administration responsible for
16 personnel. The parties will have ten (10) working days from submission of the written
17 statement of grievance to resolve it by indicating on the statement of grievance the disposition.
18

19 If an agreeable disposition is made, all parties to the grievance shall sign it.
20

21 **Section 14.2.3.**

22 If no settlement has been reached within the ten (10) working days referred to in the preceding
23 subsection, and the Union believes the grievance to be valid, a written statement of grievance
24 shall be submitted within fifteen (15) working days to the District Superintendent or the
25 Superintendent's designee. After such submission, the parties will have twenty (20) working
26 days from submission of the written statement of grievance to resolve it by indicating on the
27 statement of grievance the disposition. If an agreeable disposition is made, all parties to the
28 grievance shall sign it.
29

30 **Section 14.2.4.**

31 If no settlement has been reached within the twenty (20) working days referred to in the
32 preceding subsection, and the Union believes the grievance to be valid, the employee may
33 demand arbitration of the grievance. The parties shall, within ten (10) working days of the
34 demand for arbitration, agree upon an arbitrator. If the parties cannot agree upon an arbitrator,
35 either party may request the appointment of an arbitrator through the Public Employment
36 Relations Commission (PERC), the American Arbitration Association (AAA), or the Federal
37 Mediation and Conciliation Service (FMCS). The decision of the arbitrator shall be final and
38 binding on the parties. All costs of the arbitrator shall be shared equally by the parties.
39

40 **Section 14.2.5. Powers Of The Arbitrator.**

41 This contract shall be construed such that no rights are intended that would impact any of the
42 following (unless it can be shown that such decisions in "A" and "B" below were not based on
43 observable facts):
44

- 45 A. Decisions as to the qualifications of an applicant or employee.
46 B. Decisions as to the evaluation judgment of an employee.

1 C. Facts over which other administrative remedial procedures are provided for by law (such as
2 Human Rights Commission or Public Employment Relations Commission).
3

4 **Section 14.3.**

5 The Employer shall not discriminate against any individual employee of the Union for taking action
6 under this Article.
7

8 **Section 14.4.**

9 The District shall grant paid release time for hearings conducted by the arbitrator for up to two (2)
10 Union representatives, witnesses and grievants when their attendance is necessary and release time has
11 been approved in advance by the District. Such release time shall only be for the time necessary.
12
13
14

15 **ARTICLE XV**

16 **SALARIES**

17
18
19 **Section 15.1.**

20 Base hourly rates for employees subject to this Agreement, during the period of this Agreement, are
21 contained in Schedule A, attached hereto and made a part hereof. Employees shall be paid in
22 accordance with this Agreement for all hours worked.
23

24 **Section 15.2. Pay Increments.**

25 For those in the general classifications of secretary, accountant, and building computer technician, pay
26 increments shall start September 1; provided, the employee has been actively employed continuously
27 prior to February 1 of the previous employment year. Pay increments for all other classifications, shall
28 be effective on the first day of scheduled work for each school year; provided, the employee has been
29 actively employed continuously prior to February 1 of the previous employment year. Job alike
30 experience in other Washington public education institutions including North Kitsap School District
31 shall be credited similarly. Relevant non-Washington education experience and non-public education
32 experience will be evaluated and credited by the human resources department.
33

34 **Section 15.3. Rate of Pay Placement.**

35
36 **Section 15.3.1. New Hires.**

37 New employees shall furnish the Human Resources Office with proof of employment from
38 previous employers verifying starting and termination dates.
39

40 **Section 15.3.2. Filling In For Absent Employees.**

41 Regular employees filling in for absent employees shall be paid at Step 1 of the position filled
42 provided they shall not earn less than their regular rate of pay.
43

44 **Section 15.3.3. Involuntary Transfer.**

45 Employees involuntarily transferred shall not suffer any reduction in pay for twelve (12)
46 months after the involuntary transfer takes place. Reassigning an employee (due to a senior

1 employee displacing/"bumping" a less senior employee) pursuant to a reduction in force is not
2 an involuntary transfer for the purposes of this section.
3

4 **Section 15.3.4.**

5 All rates on Schedule A shall be increased by the state-funded percentage increase for classified
6 employees as stated in the state appropriations act in the month such increase is effective (without
7 deduction for the cost of increments). If the state funds a general wage increase for classified
8 employees in any manner other than the percentage method commonly used in the past, Schedule A
9 shall be reopened for the purposes of agreeing on a method for applying the increase to the rate of
10 pay schedule wage rates.
11

12 **Section 15.3.5.**

- 13 A. For the 2023-2024 school year, the base wage rates in Schedule A shall be increased by the
14 greater of either (1) median or (2) four percent (4%).
15
16 B. For the 2024-2025 school year, the base wage rates in Schedule A shall be increased by the
17 greater of either (1) four percent (4%) or (2) the implicit price deflator (IPD).
18
19 C. For the 2025-2026 school year, the base wage rates in Schedule A shall be increased by the
20 greater of either (1) three percent (3%) or (2) the implicit price deflator (IPD).
21

22 **Section 15.4.**

23 Employees assigned to work in a higher paid job title in a substitute or temporary job, shall be paid at
24 the higher range at Step 1 or the employee's regular rate of pay, whichever is greater.
25

26 **Section 15.5.**

27 If an employee is promoted, assigned, or transferred to a position in a higher pay range, the employee
28 shall be paid at the Step I rate of pay at the new range or the first rate that will provide an increase of at
29 least \$0.50 per hour, beginning with the employee's first day in the new position. Any employee hired
30 in a lower paid job title shall be placed at Step I of that lower rate of pay, or at the appropriate Step for
31 their experience in that job title.
32

33 **Section 15.6. Longevity Premium.**

34 Longevity shall be counted as years of service to the North Kitsap School District:
35

- 36 a. Beginning with the twentieth (20th) year to the twenty-fourth (24th) year of service to the
37 District, employees shall receive a twenty-five cents (\$0.25) per hour longevity premium added
38 to their hourly wage rate in accordance with Schedule A.
39
40 b. Beginning with the twenty-five (25th) year to twenty-nine (29th) year of service to the District,
41 employees shall receive a fifty cents (\$0.50) per hour longevity premium added to their hourly
42 wage rate in accordance with Schedule A.
43
44 c. Beginning with the thirtieth (30th) year of service to the District, and thereafter, employees
45 shall receive a one dollar (\$1.00) per hour longevity premium added to their hourly wage rate
46 in accordance with Schedule A.
47

1 **Section 15.7. Education Recognition.**

2 Employees who provide official documentation of Bachelor’s degrees or above to Human Resources
3 by August 31 shall be eligible to receive seventy-five cents (\$0.75) per hour in addition to the
4 employee’s rate of pay listed in Schedule A.
5
6
7

8 **ARTICLE XVI**

9
10 **PROFESSIONAL DEVELOPMENT/REIMBURSEMENT**
11

12 **Section 16.1.**

13 Employees covered by this Agreement shall be reimbursed for any mileage accumulated in their own
14 car on school business authorized by their immediate supervisor. Private car mileage reimbursement
15 shall be at the current rate used by the District. Employees will not be required to transport students
16 except in emergencies.
17

18 **Section 16.2.**

19 Employees attending conferences or workshops previously approved by the Superintendent or their
20 District Administrator shall have registration fees and mileage reimbursed by the District at the current
21 rate.
22

23 **Section 16.3.**

24 When an employee, as a condition of continued employment, is required to attend any function such as
25 conference, workshop, classes, etc., during non-work hours, the employee shall be compensated
26 consistent with the terms and conditions of this Agreement.
27

28 **Section 16.4. Training and Professional Development.**

29 The District shall continue to budget funds for training and professional development for bargaining
30 unit employees. Employees who are approved to participate in training during normal work hours and
31 days shall be compensated for all hours spent in the activity at their regular rate of pay, including travel
32 time, not to exceed the number of hours in that employee's normal schedule for that day. Employees
33 who participate in training which is required by the District shall be compensated at their regular rate
34 of pay for all hours spent in the activity, including travel time.
35

36 **Section 16.4.1. Training for New Positions.**

37 New employees and employees who have transferred into a new position shall be trained by
38 another employee in a similar assignment for a minimum of two (2) and up to four (4) regularly
39 scheduled work hours during the first week of employment.
40

41 Employees who desire additional on-the-job training may request the building administrator or
42 designee provide up to (4) hours of such training during their regularly scheduled work hours.
43

44 Employees who are shadowed or provide approved training may request, on a case-by-case
45 basis, approval of up to two (2) hours of extra time by the building administrator.
46



1 **Section 16.5.**

2 The District agrees to provide insurance protection for employees as required by RCW 28A.400.370.

3
4 **Section 16.5.1.**

5 Employees’ personal property which is used directly in carrying out the instructional program
6 will be covered against loss by theft or vandalism up to \$500.00 per year per employee. Any
7 personal property to be provided this coverage must be approved in advance and registered by
8 the employee's principal.
9

10 **Section 16.6.**

11 The District shall budget at least twenty six thousand dollars \$26,000 during each year of the contract
12 for the payment of fees, registration, travel, meal costs, and employee time outside the regular work
13 day (including mandatory benefits) for optional training to improve professional skills by attending
14 educationally relevant conferences, workshops, and/or classes. “Relevant” is defined as an activity
15 consistent with a school improvement plan and/or consistent with the individual’s current assignment.
16 Activities must be selected by the employee, pre-approved by the employee’s supervisor, and pre-
17 approved by the District administrator with budget authority. It is intended that these funds are to be
18 self-directed by each employee, subject to administrative approval, and are not to replace or supplant
19 existing funding provided under Section 16.4. Paraeducator certification fees paid to the State of
20 Washington and professional association membership fees shall be reimbursed subject to the per
21 employee limits established by the District and Union. Only current employees that earned the
22 applicable certification requirements at North Kitsap School District will be eligible for
23 reimbursement.
24
25
26

27 **ARTICLE XVII**

28 **UNION MEMBERSHIP AND CHECKOFF**

29
30 **Section 17.1. New Hire Lists.**

31 The District will provide to membership@pseofwa.org and the Union President the name, mailing
32 address, personal phone number, personal email address, job title, classification, and worksite of new
33 hires to the District within twenty (20) working days of the employee’s start-date in any of the job
34 titles set forth on Schedule A of this Agreement, and any substitutes and/or temporary employees who
35 qualify for Union membership in any job title set forth on Schedule A of this Agreement.
36
37

38 **Section 17.2.**

39 The District shall deduct Union dues and/or voluntary political contributions (Section 17.4) from the
40 pay of any employee who authorizes such deductions pursuant to State law. The District shall transmit
41 all such funds deducted to the Treasurer of the Public School Employees of Washington on a monthly
42 basis. The Union will provide a list of those members who have agreed to Union membership via
43 Union-designated methods.
44
45
46
47



1 **Section 17.3. Authorizations and Revocation.**

2 An employee’s written, electronic, or recorded voice authorization to have the Employer deduct
3 membership dues from the employee’s salary must be made by the employee to Public School
4 Employees of Washington (PSE).

5
6 Upon receiving notice of the employee’s authorization from PSE, the Employer shall deduct from the
7 employee’s salary membership dues and remit the amounts to PSE no later than the next available
8 payroll period.

9
10 An employee’s request to revoke authorization for payroll deductions must be in writing and submitted
11 by the employee to PSE in accordance with the terms and conditions of the authorization. The
12 employee’s authorization remains in effect until expressly revoked by the employee in accordance with
13 the terms and conditions of the authorization. Revocations will not be accepted by the Employer if
14 authorization is not obtained by the employee to PSE.

15
16 After the Employer receives confirmation from the exclusive bargaining representative that the
17 employee has revoked authorization for deductions, the Employer shall end the deduction effective on
18 the next available payroll period following receipt of the confirmation. The Employer shall rely on
19 information provided by the exclusive bargaining representative regarding the authorization and
20 revocation of deductions.

21
22 **Section 17.4. Checkoff.**

23 The District shall deduct PSE dues from the pay of any employee who authorizes such deductions in
24 writing pursuant to RCW 41.56.110 as per signed authorization cards.

25
26 The Union will indemnify and hold the District harmless against suits arising from action taken by the
27 District in compliance with this Article.

28
29 **Section 17.4.1. Local Dues.**

30 The District shall deduct PSE local Chapter dues separately and remit such funds to the local
31 Chapter Treasurer on a monthly basis, or within thirty (30) days of the deduction of the dues.

32
33 **Section 17.4.2. Classified Employee Report to the Union.**

34 The District shall transmit electronically a monthly report (to accompany the monthly
35 transmission of dues to PSE) to the Membership Department (membership@pseofwa.org) of
36 Public School Employees of Washington listing the name, hourly wage rate(s), hours worked,
37 gross monthly compensation, and amount of PSE dues deducted for each bargaining unit
38 employee.

39
40 **Section 17.5.**

41 The District shall, upon receipt of notice from the Union of authorization, deduct from the pay of such
42 bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction
43 for political purposes to the Committee On Political Empowerment (COPE) and shall transmit the
44 same to the Union on a check separate from the Union dues transmittal check.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE XVIII

SEPARABILITY OF PROVISIONS

Section 18.1.

If any provision of this Agreement or the application of such provision is held invalid, the remainder of this Agreement shall not be affected thereby.

Section 18.2.

Neither party shall be compelled to comply with any provision of this Agreement which conflicts with State or Federal statutes or regulations promulgated pursuant thereto.

Section 18.3.

In the event either of the foregoing sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 21.2.

ARTICLE XIX

DISCIPLINE AND DISCHARGE

Section 19.1.

The District shall have the right to discipline or discharge an employee for justifiable cause. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the grievance procedure herein provided. If the District has reason to discipline or discharge an employee it shall be done in a manner which will not embarrass the employee.

ARTICLE XX

DISTRIBUTION OF THE AGREEMENT

Section 20.1.

Digital copies of the Contractual Agreement between the Board of Directors, North Kitsap School District Number 400 and Public School Employees of North Kitsap will be provided to all currently employed members of the bargaining unit as quickly as possible after ratification. Hard copies will be provided upon request. Newly hired members of the bargaining unit shall receive, from the District, a copy of the Agreement, provided by the Union, upon completion of new hire employment processing.



ARTICLE XXI
TERM OF AGREEMENT

Section 21.1.

The term of this Agreement shall be September 1, 2023 to August 31, 2026.

Section 21.2.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.

SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU Local 1948

PUBLIC SCHOOL EMPLOYEES OF
NORTH KITSAP

NORTH KITSAP SCHOOL DISTRICT #400

BY: _____ /signed by/
Amanda Nelson, Chapter President

BY: _____ /signed by/
Nancy Moffatt, School Board President

DATE: _____ August 16, 2023

DATE: _____

BY: _____ /signed by/
Rick Eckert, School Board Member

BY: _____ /signed by/
Mike Desmond, School Board Member

BY: _____ /signed by/
Breana Martinez, School Board Member

BY: _____ /signed by/
Barbara Waggoner, School Board Member

BY: _____
Dr. Laurynn Evans, Superintendent



Schedule A
Public School Employees of North Kitsap
September 1, 2023– August 31, 2024

Position Title	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10-14	Year 15-19	Year 20+
Instructional Paraeducator	\$23.81	\$24.21	\$24.61	\$25.01	\$25.41	\$25.75	\$26.09	\$26.43	\$26.77	\$27.11	\$28.24	\$29.20
Special Education Paraeducator	\$25.14	\$25.51	\$25.88	\$26.24	\$26.61	\$26.95	\$27.28	\$27.62	\$27.95	\$28.29	\$29.61	\$30.07
Campus Security	\$27.93	\$28.35	\$28.77	\$29.18	\$29.60	\$30.15	\$30.71	\$31.26	\$31.82	\$32.37	\$32.83	\$32.98
Building Computer Technician	\$27.71	\$28.10	\$28.49	\$28.88	\$29.27	\$29.69	\$30.11	\$30.53	\$30.95	\$31.37	\$31.45	\$31.65
Accountant	\$33.78	\$34.37	\$34.96	\$35.55	\$36.14	\$36.34	\$36.55	\$36.75	\$36.96	\$37.16	\$37.82	\$38.55
High School ASB Bookkeeper	\$29.65	\$29.95	\$30.25	\$30.54	\$30.84	\$31.42	\$32.00	\$32.58	\$33.16	\$33.74	\$34.40	\$35.11
Administrative Assistant	\$29.59	\$29.98	\$30.38	\$30.77	\$31.16	\$31.69	\$32.22	\$32.75	\$33.28	\$33.81	\$35.20	\$36.93
School Office Manager	\$30.53	\$31.11	\$31.69	\$32.26	\$32.84	\$33.31	\$33.78	\$34.25	\$34.72	\$35.19	\$36.52	\$37.58
High School Registrar	\$28.23	\$28.66	\$29.09	\$29.51	\$29.94	\$30.50	\$31.06	\$31.61	\$32.17	\$32.73	\$33.49	\$35.11
Secretary	\$26.95	\$27.33	\$27.71	\$28.08	\$28.46	\$28.96	\$29.46	\$29.97	\$30.47	\$30.97	\$31.59	\$33.12
Info Systems Specialist	\$30.67	\$31.15	\$31.63	\$32.10	\$32.58	\$33.07	\$33.56	\$34.05	\$34.54	\$35.03	\$36.17	\$37.10
LPN	\$32.51	\$32.88	\$33.24	\$33.61	\$33.97	\$34.37	\$34.77	\$35.16	\$35.56	\$35.96	\$37.10	\$38.71
COTA	\$29.05	\$29.32	\$29.59	\$29.86	\$30.13	\$30.65	\$31.18	\$31.70	\$32.23	\$32.75	\$34.55	\$34.55
SLPA	\$29.05	\$29.32	\$29.59	\$29.86	\$30.13	\$30.54	\$30.95	\$31.35	\$31.76	\$32.17	\$33.12	\$33.42
Native American Liaison	\$26.56	\$27.78	\$29.00	\$30.23	\$31.45	\$31.79	\$32.13	\$32.48	\$32.82	\$33.16	\$33.32	\$33.68

Additional Assignments

Translator	+ \$2.17/hr
Interpreter- Sign Language	+ \$11.91/hr
Braillist	+ \$3.94/hr
Registered Behavioral Technician	+ \$3.00/hr
WASBO Certification	+ \$3.00/hr

Subject to Sections 15.3.4 and 15.3.5 of the agreement. Includes 2022-23 comparables.
Revised 7/2023



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

SCHEDULE B

PUBLIC SCHOOL EMPLOYEES OF NORTH KITSAP

GENERAL JOB CLASSIFICATIONS

Paraeducator

Instructional Paraeducator
Special Education Paraeducator

Secretary

Secretary
Administrative Assistant School Office Manager
Information System Specialist
High School Registrar
High School ASB Bookkeeper

Accountant

Accountant
Payroll Benefits Officer

Licensed Practical Nurse

Campus Security

Building Computer Technician

Native American Liaison



1 **MEMORANDUM OF UNDERSTANDING**

2
3 THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE
4 FOLLOWING AGREEMENT(S) BETWEEN THE NORTH KITSAP SCHOOL DISTRICT NO. 400
5 AND PUBLIC SCHOOL EMPLOYEES OF NORTH KITSAP, AN AFFILIATE OF PUBLIC
6 SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948. THIS AGREEMENT IS
7 ENTERED INTO PURSUANT TO ARTICLE XXI, SECTION 21.2 OF THE CURRENT
8 COLLECTIVE BARGAINING AGREEMENT.

9
10 **BACKGROUND:** In recognition of employees’ interest and desire to receive more curated training,
11 the North Kitsap School District (District) and the Public School Employees of North Kitsap (Union)
12 have agreed to pilot a training program, as follows:

13
14 **AGREEMENT:**

- 15 1. During each school year of this MOU, the District will provide three (3), one (1) hour
16 trainings on various topics, which might include curriculum, de-escalation, and health and
17 safety procedures. The topics of these trainings will be curated with input from the Union,
18 annually.
19
20 2. The trainings provided by the District will occur during building professional development
21 days, and will be mandatory.
22
23 3. Following each training, the District will provide attendees with a mandatory survey on the
24 trainings.
25
26 4. The District will collect attendance and cost data from each training during the term of this
27 MOU.
28
29 5. This MOU shall expire August 31, 2026. Prior to the end of this MOU, the parties may
30 bargain the manner and extent to which the subject matter of this MOU will be continued in
31 reflection of the data collected and input from the Union.
32
33

34 PUBLIC SCHOOL EMPLOYEES
35 OF WASHINGTON / SEIU Local 1948

36
37
38 PUBLIC SCHOOL EMPLOYEES
39 OF NORTH KITSAP #920

NORTH KITSAP SCHOOL DISTRICT #400

40
41
42 BY: _____ /signed by/
43 Amanda Nelson, Chapter President

44
45
46 BY: _____ /signed by/
47 Dr. Laurynn Evans, Superintendent

48
DATE: _____ August 23, 2023

DATE: _____ August 3, 2023



MEMORANDUM OF UNDERSTANDING

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN THE NORTH KITSAP SCHOOL DISTRICT NO. 400 AND PUBLIC SCHOOL EMPLOYEES OF NORTH KITSAP, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXI, SECTION 21.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

BACKGROUND: In recognition of the North Kitsap School District’s (District) need to release paraeducators three (3) hours early on both November 22, 2023 and December 15, 2023 (a total of six (6) hours), and of the Public School Employees of North Kitsap’s (Union) interest and desire to maintain those hours, the District and the Union have agreed as follows:

AGREEMENT:

1. To maintain the six (6) hours contemplated above, paraeducators may choose from one of the following two options:
 - A. Paraeducators may elect to attend up to six (6) hours of trainings provided by the District.
 - i. These trainings will be virtual (i.e., Vector) and can be completed at the individual paraeducator’s convenience but must be completed no later than December 15, 2023. Paraeducators may complete these trainings in their buildings after students are released on November 22, 2023 or December 15, 2023, or at their convenience at home.
 - ii. The District may also offer in-person trainings that occur after students are released on November 22, 2023 or December 15, 2023. Such in-person trainings will be communicated to the Union at least three (3) working days in advance of the training.
 - iii. Paraeducators who elect to attend any of the trainings identified above must submit a time sheet to payroll no later than January 5, 2024. Paraeducators will be compensated at their normal wage rate.
 - B. Paraeducators may instead elect to go home when released on November 22, 2023 and December 15, 2023 and forgo compensation.
2. The District will send a communication to the Union leadership, and those impacted in the Bargaining Unit within three (3) working days of the date of execution below regarding the virtual and in-person trainings available to paraeducators.
3. This MOU shall expire February 1, 2024 and shall not be cited as past practice at any time in the future by either party.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON / SEIU LOCAL 1948

NORTH KITSAP CHAPTER #920

NORTH KITSAP SCHOOL DISTRICT #400

BY: _____ /signed by/
Haley Warr, Chapter President

BY: _____ /signed by/
Dr. Laurynn Evans, Superintendent

DATE: _____ November 17, 2023

DATE: _____ November 17, 2023



**MEMORANDUM OF UNDERSTANDING
BETWEEN NORTH KITSAP SCHOOL DISTRICT NO. 400 AND
PUBLIC SCHOOL EMPLOYEES OF NORTH KITSAP PSE**

This Memorandum of Understanding (MOU) is made and entered into between the North Kitsap School District No. 400 (District) and the Public School Employees of North Kitsap PSE (Association). In order address the need for Parent Designated Adults (PDAs) to support diabetic students at impacted schools, the District and Association agree as follows:

1. Compensation.

a. Primary PDAs.

- i. Employees who volunteer for and become a PDA for a diabetic student in their building during the school year will, in addition to their regular hourly wage, receive an additional \$1.30 per hour during their regular workday (up to 6.5 hours) for each student day from the first student day they volunteer as the student's PDA through the end of the school year or the last day they volunteer as a PDA, whichever is earlier.
- ii. For each additional student in their building for which the employee is a PDA, the employee will receive an additional \$0.40 per hour during their regular workday (up to 6.5 hours) per student day.
- iii. A "student day" means a day in which students are scheduled to be in the building (180 in total), and is 6.5 hours long, except in the case of early release or late start days. (For example, a PDA for one student in their building for all 180, 6.5-hour student days will receive an amount equivalent to \$1,521.00.)
- iv. Primary PDAs will not need to submit timesheets to the District to receive this additional compensation for PDA work performed during their regular workday.
- v. The District expects parents to provide support for their children outside of the school day during extracurricular activities. If a parent is unavailable to do so, the District will determine how best to meet the student's needs according to the student's individual health plan in consultation with the parent and/or student, the Primary PDA, and the building administrator. If the District asks the Primary PDA to support a student outside the Primary PDA's regular workday, the Primary PDA may submit a time sheet for the actual time spent providing PDA support outside their regular workday (for an extra two dollars (\$2.00) per hour).
- vi. If a Primary PDA is the PDA for more than two (2) diabetic students simultaneously, the District will assess within ten (10) calendar days whether the Primary PDA can effectively serve each student while completing their regular work duties.

b. Secondary PDAs.

- i. Employees who volunteer for and are asked to be Secondary PDAs for students with diabetes in their building will receive, in addition to their regularly hourly wage, two dollars (\$2.00) per hour for the time they perform PDA duties.
- ii. Secondary PDAs will be required to submit a separate monthly time sheet approved by their building administrator to claim the extra two dollars (\$2.00) per hour. Secondary PDAs will earn extra compensation for only the time the employee spends actually performing PDA duties in the absence of the student's Primary PDA. All time submitted by the Secondary PDA must be recorded in fifteen (15) minute increments. If a Secondary PDA performs less than one (1) hour of PDA duties in a day, the District will pay a minimum of one (1) hour of extra compensation. For example, a Secondary PDA who performs PDA duties for 30 minutes will be compensated for 1 hour. A Secondary PDA who performs PDA duties for 1.5 hours will be compensated for 1.5 hours.
- iii. The parties agree that Secondary PDAs are employees who are designated by a student's parent(s) to perform PDA duties in the absence of the Primary PDA or when additional PDA staffing is approved and/or required to implement the student's individual health plan.

2. Limitation of Employees.

- a. Only employees that volunteer and are subsequently designated to undertake the role of a PDA for a diabetic student at their school and who complete the District-provided PDA training are entitled to receive the additional compensation described in Section 1 of this MOU.
- b. Primary PDAs are limited to those employees who have a regular workday that is at least five (5) hours long.
- c. Employees may withdraw from volunteering as a Primary or Secondary PDA after providing ten (10) working days' notice to their building administrator. The parties also acknowledge that parents may choose to designate a different PDA at any time.

3. Non-Precedential.

This MOU shall not be considered, and shall not be cited, by anyone as a past practice or precedent in the future. This MOU shall apply to those employees who have volunteered for and have been designated by a parent to be their child's PDA consistent with the provisions of RCW 28A.210.330.

4. Effective Date.

This MOU is effective as of August 27, 2024 (the "Effective Date").

5. Prior Agreement.

The MOU dated August 16, 2024, attached, is hereby nullified, cancelled, and terminated as of the Effective Date (August 27, 2024).

6. Duration.

This MOU shall expire on August 31, 2025, unless extended through mutual written agreement by the District and the Association. The parties may meet by May 1, 2025 to discuss whether to modify or renew this MOU for another school year.


NORTH KITSAP SCHOOL DISTRICT



Rachel Davenport
Interim Superintendent

11/6/2024
Date

**PUBLIC SCHOOL EMPLOYEES OF
NORTH KITSAP**



Kristin Nieland
President

Nov 6th, 2024
Date

**LETTER OF AGREEMENT
BETWEEN NORTH KITSAP SCHOOL DISTRICT NO. 400
AND PUBLIC SCHOOL EMPLOYEES OF NORTH KITSAP PSE**

This Letter of Agreement (LOA) is made by and between the North Kitsap School District No. 400 (“District”) and the Public School Employees of North Kitsap PSE (“Association”). The District and the Association agree as follows:

1. **New Positions.** Two new positions will be created and included in the Association’s bargaining unit. Those positions are as follows:

a. **Student Information Systems Specialist II.** The Lead Information Systems Specialist will be compensated as follows:

Step	1	2	3	4	5	6	7	8	9	10-14	15-19	20
Wage Rate	38.50	39.09	39.68	40.25	40.86	41.45	42.04	42.63	43.22	43.81	44.40	45.00

b. **ASL Interpreter.** The ASL Interpreter will be compensated as follows:

Step	1	2	3	4	5	6	7	8	9	10-14	15-19	20
Wage Rate	48.00	48.45	48.91	49.36	49.82	50.27	50.73	51.18	51.64	52.09	52.55	53.00

2. **Applicability of the CBA.** The provisions of the collective bargaining agreement (CBA) between the District and the Association shall apply to both new positions identified in Paragraph 1.

3. **Additional Assignment Pay.**

a. The District and the Association expressly agree that the ASL Interpreter position identified in Paragraph 1.b. will not receive the extra “Interpreter-Sign Language” assignment hourly rate indicated on Schedule A of the CBA, as amended.

b. The “Additional Assignments” table on Schedule A of the CBA, as amended, shall be modified as follows:

Translator	+ \$2.17/hr
Interpreter – Sign Language*	+ \$11.91/hr
Brailist	+ 3.94/hr
Registered Behavioral Technician	+ \$3.00/hr
WASBO Certification	+ \$3.00/hr

* The ASL Interpreter position will not receive this add-on rate in addition to that position’s normal wage; this add-on rate was previously rolled into

that position's regular hourly rate. The add-on rate is available only to ASL Paraeducators and those employees providing periodic ASL interpretation services.

4. **Effective Date.** This LOA shall be effective on December 23, 2024 ("Effective Date").

NORTH KITSAP SCHOOL DISTRICT NO. 400

**PUBLIC SCHOOL EMPLOYEES OF NORTH
KITSAP PSE**



Rachel Davenport, Superintendent



Kristin Nieland, President

1/13/2025

Date

1/14/25

Date